

Join a team who cares about excellence

SENIOR HEALTH RECORDS TECHNICIAN

HEALTH INFORMATION MANAGEMENT SERVICES

Bermuda Hospitals Board ensures the highest in quality health care through service excellence, education and leadership. We seek qualified highly motivated, and experienced professionals to work in a supportive but demanding environment.

Key responsibilities include:

- Gathers assembled charts and any related loose reports for the coding and abstracting process
- Performs a thorough analysis of the current record and uses clinical documentation from ancillary departments/physician dictation, discharge diagnosis sheet, and any prior review records as sources for assigning accurate codes according to standards
- Runs the Incomplete/New Abstracts Report on a monthly basis to identify any pending abstracts for completion
- Queries appropriate physician/resident when needed to resolve ambiguous or conflicting clinical information
- Works to maintain/improve productivity and quality standards
- Annually re- orients staff in section, provides input into annual and probationary staff evaluations and provides training and orientation to new employees
- Ensures current materials and software are available as well as any transmittals or standards that affect the coding/abstraction process

Qualifications &/ Registration required:

- Medical Record Technician graduate (2 years), or successful completion of the HRT programme and exam for Health Record Technicians conducted by CCHRA/CHA
- Completion of Coding Basics programme sponsored by AHIMA or similar programme preferred
- CCS (Certified Coding Specialist) credential required or in progress
- 3 – 5 years recent working experience in an acute care facility as an HRT with successful completion of a directed practice apprenticeship
- Two (2) years experience in an acute care hospital setting using coding and abstracting skill set

If you want to make a difference, visit www.bermudahospitals.com, and apply through BHB Jobs NOW.

Select “Work at BHB” and follow the steps.

Closing date for applications is: July 2, 2012. Pre-employment substance abuse screening is mandatory for all successful candidates.



Bermuda Hospitals Board

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www.bermudahospitals.com

OUR VISION IS TO BE THE FIRST CHOICE
FOR HEALTH AND WELLNESS

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